

EDITED KSA LISTING

CLASS: CORRECTIONAL HEALTH SERVICES ADMINISTRATOR I, CF

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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	Knowledge of:
K1.	Comprehensive knowledge of principles and practices of management (e.g., organization, supervision, etc.) to effectively and efficiently manage staff and resources to obtain optimum achievement of program goals and objectives.
K2.	Comprehensive knowledge of issues and problems encountered in administering a medium sized health services program of moderate complexity, to effectively identify, address and seek resolution.
K3.	Comprehensive knowledge of health care program development and evaluation techniques to ensure and maintain quality program success.
K4.	Comprehensive knowledge of objectives of the treatment programs of a hospital and/or complex health care setting to ensure program success.
K5.	Comprehensive knowledge of the Department's Equal Employment Opportunity (EEO) program objectives, and a manager's role to ensure a discrimination free work environment and the processes available to meet EEO objectives as it relates to the supervision and management of departmental personnel.
K6.	Basic knowledge of procurement, fiscal/budgetary processes, to effectively and efficiently manage the health care program

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	Skill to:
S1.	Skill to prepare clear and concise written documents (reports, correspondence, appeals, administrative studies, etc.) to provide information/direction to staff and others.
S2.	Skill to accurately collect data as it relates to the health care program.
S3.	Skill to analyze situations/data accurately to determine and implement an effective and appropriate course of action.
S4.	Skill to supervise and provide training to staff in order to achieve maximum effectiveness of the health care program
S5.	Skill to communicate effectively in order to exchange and/or provide information and/or direction to staff and others
S6.	Skill to effectively contribute to the Department's Equal Employment Opportunity objectives in order to maintain a fair and equitable work environment free of harassment and discrimination
S7.	Skill to develop and monitor a comprehensive health care program, to ensure the delivery of a quality and cost effective health care to meet the medical, psychiatric, and dental needs of the inmate/patient population in a correctional setting
S8.	Skill to perform administrative responsibilities/duties in a comprehensive health care program, to provide effective and expeditious delivery of inpatient/outpatient services and to ensure the optimum achievement of program goals and objectives.

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	Ability to:
A1.	Ability to establish and maintain effective working relationships with all institutional and health care staff, to ensure an efficient and cordial work environment
A2.	Ability to maintain sufficient strength, agility and endurance to maintain the safety of self, staff and others
A3.	Ability to demonstrate leadership to inmates and staff in order to maintain the efficiency, safety and security of a state correctional facility
A4.	Ability to maintain an empathetic understanding of patients of a state correctional facility to maintain objectivity and ensure quality of care
A5.	Ability to motivate staff to achieve maximum effectiveness of the health care program
A6.	Ability to accept administrative responsibilities, in order to ensure the safe and efficient operation of a state correctional facility health care program